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The standards are intended for the information of schools, optometrists, clinics, and prospective students. They concern organization and administration, faculty, student selection, curriculum, and accreditation policies. The general academic program should include English, social and behavioral science, mathematics, history, and office skills. The professional program should include: (1) a general survey of optometry, (2) elements of optometry for technicians including an introduction to physical, geometric, and physiological optics; general and ocular anatomy and physiology, psychology of perception, and disorders of vision and vision performance, (3) office and clinical procedures including responsibilities to patients and relations with laboratories, (4) ophthalmic optics including spectacles and contact lenses, ophthalmic mechanics, measurements of lenses, material quality control, frame styling and adjusting, dispensing and hygiene, (5) special techniques including testing of color vision, visual skills, and visual fields testing, assisting in orthoptics, vision training, vision screening, contact lenses, and tonometry procedures, and (6) clinical experience. A description of the Merritt College program is included in the appendix. (JK)

ED 028292

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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ESSENTIALS OF AN ACCREDITED CURRICULUM FOR OPTOMETRIC TECHNICIANS.

January 1968
American Optometric Association
7000 Chippewa St.
St. Louis, Mo., 63119

VT008127

ESSENTIALS OF AN ACCREDITED CURRICULUM FOR OPTOMETRIC TECHNICIANS[1]

Revised to September 20, 1967

Prepared by the Council on Optometric Education of the American Optometric Association, in cooperation with the Association of Schools and Colleges of Optometry, based on the report of the Commission on Optometric Technologists of the American Optometric Association, and approved by the Trustees of the American Optometric Association.

Two organizations are primarily concerned with the education and training of optometric technicians (optometric technologists at the associate degree level): The Council on Optometric Education of the American Optometric Association which has the responsibility for developing standards and accrediting professional curricula in this field; and the Committee on Optometric Technologists of the American Optometric Association which is primarily concerned with the evaluation and survey of programs of optometric technicianry and technology, acting in an advisory capacity to the Council, assisting also in the maintenance of high standards of education and in the development of new programs for these special areas.

The Association of Schools and Colleges of Optometry and the Council on Clinical Optometric Care of the American Optometric Association are primarily concerned with the quality of the clinical training and the relationship between the training of optometric technicians and that for the professional optometry students.

The Council on Optometric Education, with the cooperation of the Committee on Optometric Technologists, the Assoc-

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[1]The American Optometric Association regrets the ambiguity of two programs under the Allied Health Professions Personnel Training Act of 1966 (89-751) both labeled optometric technologist and respectfully suggests that the term optometric technician be used in referring to a two-year (AA) program and the term optometric technologist be reserved for baccalaureate or higher programs.

iation of Schools and Colleges of Optometry and the Council on Clinical Optometric Care, has established the following standards for the training of optometric technicians for the information of schools, optometrists, clinics, prospective students and others, and for the protection of the public.

Optometric technicians are being trained in these schools to work under the direction of registered optometrists or ophthalmologists and not as independent practitioners.

ORGANIZATION AND ADMINISTRATION

1. An optometric technician curriculum should be established only in a junior college, community college, college or university accredited by its regional association (or making satisfactory progress toward accreditiation as defined in Pl 89-751) and affiliated with an accredited school of optometry or approved optometry clinic, or in a school of optometry approved by the Council on Optometric Education and having a liberal arts college affiliation.

2. Financial support of the instructional program should be available through regular college budgets, endowments, grants or gifts. It is expected that this program will qualify, other conditions being met, for grant support under the Allied Health Professions Personnel Training Act of 1966 (PL 89-751).

3. The Director of the Curriculum should be a registered optometrist whose qualifications are acceptable to the Council on Optometric Education. The Director of the Curriculum should have sufficient authority to maintain the established educational standards.

4. Representatives from the departments or divisions of the college and school of optometry and/or optometry clinic who actively participate or cooperate in the teaching of the optometric technician students should serve as an advisory committee to the director of the optometric technician curriculum.

5. Adequate lecture rooms, class laboratories and administrative offices should be provided as well as adequate equipment for efficient and effective teaching in the various disciplines. A library of adequate space and availability and containing current standard texts, reference materials and leading period-

icals related to optometric technicianry should be provided and maintained.

FACULTY

6. The curriculum for optometric technicians should have a competent teaching staff composed of well qualified instructors holding academic rank in the college commensurate with their training and experience.

7. In addition to the Director of the Curriculum, it is recommended that there be at least one qualified optometric technician on the teaching staff who has had a minimum of two years experience.

8. That portion of the curriculum devoted to clinical subjects should be formulated and conducted in collaboration with optometrists who represent the major optometric specialties involved in the education of the optometric technicians.

9. The supervisors of clinical experience should be members of the faculty of the affiliated schools of optometry, or senior staff members of the affiliated optometric clinic.

10. The selection of the students for admission to the curriculum and his retention therein should be a joint responsibility of the Director of the Curriculum and the appropriate administrative officials of the college. Such decisions should be based on the established requirements and regulations of the college as well as on the health, personality, and academic factors essential to successful performance by an optometric technician.

11. Admission requirements and the course offerings in the optometric technicianry curriculum should be a part of the regularly published "Bulletin" of the college.

12. The philosophy underlying the education of the optometric technician is, and must be, liberal. A broad base of natural sciences, behavioral sciences and humanities is the strongest foundation for the specialized professional subjects and required clinical experience. It also provides the optimum "vertical and horizontal mobility" for the interested and qualified student. Professional qualifications include the successful

completion of the clinical experience portion of the curriculum. Together they provide the basis for the associate degree, or its equivalent, and qualification as an optometric technician.

13. The minimal required professional curriculum is stated below. It is to be interpreted as subject matter rather than specific course titles and may be taken concurrently or following the liberal education portion of the degree program. The course of study should include subjects comprising a general academic program leading to understanding of the application of the principles of behavioral or social sciences to our culture; the appreciation of the cultural heritage of our society; appropriate communication skills; ability to record, analyze, locate and transmit facts and ideas. It should also include a thorough understanding and facility in the use of the terminology, materials, processes, apparatus, procedures, equipment, methods and techniques commonly used to perform the work and provide the specialized services of the optometric technician.

a. The general academic program should include English, social and behavioral science, mathematics, history and similar courses, as well as the office procedure skills of typing, bookkeeping and filing.

b. The professional program should include courses covering the following areas:

1) A general survey of optometry, its terminology, history, scope of service, community responsibility, legal requirements; nature of visual problems, the eye examination and visual analysis, treatment methods and prescription; the role of the optometrist and the role of the optometric technician in vision care.

Approx. 1 quarter unit

2) Elements of optometry for technicians should include an introduction to physical, geometric, and physiological optics; general anatomy, physiology, ocular anatomy; psychology of perception; disorders of vision and vision performance.

Approx. 5 quarter units

3) Office and clinical procedures should include orientation, duties relating to optometric office

procedures, responsibilities to patients, relations with laboratories, chairside assistance.

Approx. 5 quarter units

4) Ophthalmic optics should include elements of the ophthalmic optics of spectacle and contact lenses, ophthalmic mechanics, measurements of lenses and material quality control, frame styling and adjusting, dispensing and hygiene. The course should include laboratory exercises and demonstrations.

Approx. 5 quarter units

5) Special techniques for optometric technicians should be taught with laboratory exercises and demonstrations to include an introduction to testing of color vision, visual skills, visual fields; assisting in orthoptics, vision training, vision screening, contact lenses and tonometry procedures.

Approx. 5 quarter units

6) Clinical experience under the supervision of a qualified optometrist, familiar with the academic preparation of the student. The clinical experience provides a setting for the integration and application of the knowledge, acquired in classroom and laboratory, in assisting the optometrist to provide vision services for patients. The clinical experience should be organized in such a way as to present a planned, progressive development of the student's skills in all the various procedures and special techniques expected of the optometric technician. It should be the responsibility of the Director of the Curriculum, in cooperation with the clinic staff of the affiliated school of optometry or optometric clinic, to see that the students are provided with meaningful clinical experiences appropriate to the program. Clinical demonstrations and student observation of patients are essential for effective learning experiences and should be included.

Approx. 5 quarter units

ACCREDITATION

14. Application for the accreditation of a curriculum in

optometric technicianry should be made to the Council on Optometric Education of the American Optometric Association, 7000 Chippewa Street, St. Louis, Missouri. Forms supplied for this purpose on request, should be completed by the Director of the Curriculum and the proper administrative officer of the college and affiliated school of optometry or optometric clinic and returned to the Council on Optometric Education.

Site visitations for purposes of accreditation will be made when necessary in conjunction with regional accreditation visits. Information and guidelines for the development of a curriculum in optometric technicianry may be obtained from the American Optometric Association, 7000 Chippewa Street, St. Louis, Missouri 63119 (see Appendix A) and the American Association of Junior Colleges, 1315 16th St. N.W., Washington, D.C. 20036.

15. Accreditation may be withdrawn when in the opinion of the Council on Optometric Education a curriculum fails to maintain an educational program in accordance with the above minimal standards. Whenever a curriculum has been inoperative for a period of two years, accreditation may also be withdrawn.

16. The Council on Optometric Education should be notified promptly of any proposed major change in the program.

Appendix A

MODEL PROGRAM

Optometric Technician[1]

Peralta Junior College District - California
Merritt College, 5714 Grove Street Oakland, California

President: Edward H. Redford, Ed.D.
Acting Dean of Instruction: Doris A. Meek, Ed.D.
Chairman of Life Sciences Department: John J. Hollerman, M.A.
Director of Curriculum: Optometric Assistants Program:
Steven S. Bates, M.Opt.

General Trade and Technical Education Advisory Committee:

Bernhardt N. Thal, O.D., member and representative of Optometric Assistants Program

Optometric Assistants Educational Advisory Committee:

Bernhardt N. Thal, O.D., Chairman
Henry B. Peters, M.A., O.D., Asst. Dean, School of Optometry, University of California, Berkeley
Raymond Karr, O.D., President, Alameda and Contra Costa Optometric Society
Harvey Arnold, O.D., President, California Optometric Association
Marvin Poston, O.D., President, California State Board of Optometry
Lawrence R. Purcell, O.D., President, Children's Vision Center of the East Bay
Harry D. Shortess, M.A., Director Vocational Education, Merritt College
Doris A. Meek, Ed.D., Acting Dean of Instruction, Merritt College
Margaret Hall, Office Mgr., Berkeley Office, State Department of Employment

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[1]Merritt College, one of the colleges of the Peralta Junior College District of Alameda County California, has had an optometric assistants program for two years which may be considered the equivalent of the optometric technician program proposed.

Model Curriculum[1]: Optometric Technician
a two year program leading to the Associate in Arts degree
and an optometric technician certificate

FIRST YEAR

Fall Quarter

Course	Units
English Comp.+ Read	3
College Algebra	4
History of U.S.	5
*Intro. to Optom.Tech.	1
Elective	2
Physical Ed.	1/2
	15-1/2

Winter Quarter

Course	Units
English Comp.+ Read	3
Intro. Physics	5
History of U.S.	5
Filing and Records Control	2
Physical Ed.	1/2
	15-1/2

Summer Quarter

Course	Units
English Comp. + Read	3
Hygiene	3
Record keeping	3
Fund. of Accounting	3
Elective	3
Physical Ed.	1/2
	15-1/2

*Courses designed specifically for Optometric Technician Program

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[1]The program at Merritt College is in the process of being revised on the basis of experience and the change from the semester to the quarter system. This curriculum is proposed by the Director of the Curriculum for Optometric Technicians Program.

SECOND YEAR

Fall Quarter

Course	Units
Human Physiology	4
Intermed. Typing	2
*Elements of Optometry	5
Tech. Report Writing	3
Physical Ed.	1/2
	14-1/2

Winter Quarter

Course	Units
Human Heredity	3
*Special Techniques Opt. Tech.	3
*Optom. Office and Clin. Procedures	5
Public Speaking	3
Physical Ed.	1/2
	14-1/2

Summer Quarter

Course	Units
Psych.of Behavior	5
*Optom.Lab Procedures	5
*Clinical Experience	5
Physical Ed.	1/2
	15-1/2

*Courses designed specifically for Optometric Technician Program

CURRICULUM OUTLINE FOR:

MERRITT COLLEGE

Optometric Assistants' Program

I. INDOCTRINATION

A. Optometric Background
   1. What is optometry?
      Type of service, community responsibility, status, history.
   2. What does the optometrist do?
      Nature of visual problems, the eye examination and vision analysis, treatment methods and prescription.

B. Duties of the assistant
   1. Assisting the optometrist

2. Duties and responsibilities with regard to the office operation
3. Duties and responsibilities with regard to patients
4. Duties and responsibilities with regard to ophthalmic laboratories
5. Duties and responsibilities with regard to laboratory work.

C. The assistant
1. Characteristics
a. Enthusiasm
b. Appearance and self-handling
c. Manner and tact
d. Health, integrity, and reliability
2. Working hours
3. Compensation
4. Dress and appearance

II. DUTIES AND RESPONSIBILITIES WITH REGARD TO OFFICE OPERATION

A. Receptionist duties
1. Telephone procedures
2. Appointment scheduling
3. Patient handling
a. Patient record files
b. Patient information
4. Office patient relations

B. Secretarial duties
1. Filing
a. Alphabetical indexing
b. Alphabetical correspondence filing
c. Types of alphabetical filing systems
d. Transfer methods
e. Numeric filing
f. Geographic filing
g. Card record system

C. Bookkeeping duties
1. Balance sheet
2. Daily journals and balancing
3. Assets and liabilities
4. Accounts receivable and payable

5. Posting
   a. General journals
   b. Special journals
6. Payroll records
7. Cash and petty cash procedures
8. Negotiable instruments
9. Tax records
10. Closing books

III. DUTIES WITH REGARD TO PATIENTS

A. Office centered public relations
B. Patient recall systems
C. Billing and collections

IV. DUTIES WITH REGARD TO OPHTHALMIC LABORATORIES

A. Prescriptions and ordering procedures
B. Salesmen
C. Maintaining consumable supplies

V. DUTIES AND RESPONSIBILITIES WITH REGARD TO MINOR LABORATORY WORK

A. Introduction to ophthalmic optics
B. Layout, cutting and edging
C. Mounting
D. Verifying prescriptions
E. Minor repairs
F. Adjusting and dispensing

VI. BRIEF STUDY OF THE EYE AND VISION

A. Anatomy and physiology of the eye
   1. The eye
      a. The chambers and humors
      b. The tunics
      c. The lens
      d. The optic nerve
      e. The muscles
   2. The orbit and adnexa
      a. The lids
      b. The conjunctiva
      c. The glands

B. Brief discussion of nerve pathways for vision

C. How we see

VII. CONTACT LENSES

A. Practical office aspects
B. Contact lens adjustments and laboratory procedures
C. Patient handling

VIII. ASSISTING THE OPTOMETRIST

A. Chair side assistance
B. Carrying out orthoptic (vision training) procedures
C. Frame selection

(Presume Part II - A, B, and C, would be taught by existing staff of college, as would be the typing skills, etc.)

NOTE: THE CURRICULUM IS IN THE PROCESS OF BEING REVISED.